

2021 APAAC Annual Administrative Professional Conference

August 6, 2021



Leadership & Service with Integrity



2021 APAAC Annual Administrative Professional Conference

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Agenda

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| 9:00 a.m. – 9:15 a.m. | Opening Remarks and Award Recognition | Elizabeth Burton Ortiz APAAC Executive Director |
| 9:15 a.m. – 9:30 a.m. | Keynote Address | L. Scott Bennett Graham County Attorney |
| 9:30 a.m. – 9:45 a.m. | BREAK | |
| 9:45 a.m. – 10:45 a.m. | The 3 Ps: Peer Programs for Prosecution Offices | Mary Ashley Assistant District Attorney San Bernadino District Attorney's Office |
| 10:45 a.m. – 11:00 a.m. | BREAK | |
| 11:00 a.m. – 12:00 p.m. | Making Time Count: Managing Your Time for Success | Rebecca Lundberg Assistant County and District Attorney Ellis County District Attorney's Office |
| 12:00 p.m. – 1:00 p.m. | LUNCH | |
| 1:00 p.m. – 2:00 p.m. | Managing Conflict Within the Office | Kydra Finn Administrative Manager Office of the Solicitor-General, Clayton County Georgia |
| 2:00 p.m. – 2:15 p.m. | BREAK | |
| 2:15 p.m. – 3:15 p.m. | Ethics & Humanity: The Co-Existence of Prosecutorial Duty & Human Bias | Elizabeth Burton Ortiz APAAC Executive Director |

Presenter Biographies



L. Scott Bennett
Graham County Attorney
Keynote Speaker

L. Scott Bennett currently serves as the Graham County Attorney in Safford, Arizona. Elected in November of 2020, Mr. Bennett was well acquainted with the office before his election. Prior to his tenure as County Attorney, Mr. Bennett had served as the Chief Deputy to the now retired County Attorney since March of 2011.

A graduate of Southern Utah University and the University of Tulsa College of Law, Mr. Bennett began his legal career at the Twin Falls County Public Defenders office in 2002. Quickly making the jump to prosecution, Mr. Bennett worked for the Maricopa County Attorney's office from 2004 to 2007 and the Pinal County Attorney's office from 2007 to 2011. Mr. Bennett found his home in Graham County, where he has lived and worked since 2011. Mr. Bennett was honored as the APAAC Felony Prosecutor of the Year in 2017.

Mr. Bennett and his wife Shawnda, a high school music teacher, have five children.



Mary Ashley
Deputy District Attorney
San Bernadino District Attorney's Office

Mary Ashley has been a prosecutor with the San Bernardino County District Attorney's Office since 1998. Ms. Ashley is currently assigned to the Specialized Prosecutions Division and is the Co-Coordinator of the Peer Support Team. Ms. Ashley is a board member of the National District Attorney's Association and serves as the Vice-Chair of the Women Prosecutors' Section and the Well-Being Taskforce. Ms. Ashley has presented in the area of prosecutor wellness and legal peer support guidelines to various law enforcement and criminal justice organizations, including NDAA and The International Association of Chiefs of Police. Ms. Ashley is a published author by the

American Bar Association and California District Attorney's Association, as well as an online medium blog for NDAA.

Presenter Biographies

(continued)



Kydra Finn

Administrative Manager

Office of the Solicitor-General, Clayton County Georgia

Kydra Finn has worked in Clayton County, Georgia, for over 15 years. Currently, she is the Administrative Manager in the Office of the Solicitor-General of State Court of Clayton County in Jonesboro, Georgia. Prior to serving in this capacity, Ms. Finn worked in the office as a Senior Legal Assistant II. In that role, she became one of the office's lead subject matter experts as a part of the transition team to upgrade the County's case management and information system.

Ms. Finn is a native Floridian who earned a bachelor's degree in Political Science/Public

Administration and a Labor Relations Certificate in Human Resource Management from Florida A&M University and worked in Staff Development and Training for the Florida Department of Corrections before moving to Georgia. Once in Georgia, she earned a master's degree in Public Administration with a concentration in Human Resource Management from Troy University. She has served as a Senior Probation Officer and Office Manager for Detention Management Services and Sentinel Services Inc. of Georgia before coming to Clayton County government. Ms. Finn has several years of training experience in the areas of professional and administrative development. She currently serves on the training faculty of the Prosecuting Attorney's Council of Georgia as a guest presenter in their training webinar series. Ms. Finn is a 2019 Clayton County Grassroots Leadership graduate and a current member of the American Society of Public Administrators. She is a very active member in her church and local community activities. She's considered a socialite among her friends and family, all of whom will attest, "To know her is to love her."



Rebecca Lundberg

Assistant County and District Attorney

Ellis County District Attorney's Office

Rebecca Lundberg currently practices within the civil department of the Ellis County and District Attorney's Office. She has been employed as an Assistant District Attorney with Ellis County since October 2020. Ms. Lundberg graduated with honors from the University of Texas at Austin with a Bachelor of Arts in Government and a minor in Business in May 2011. While attending school, Ms. Lundberg interned for the Texas Governor's Office, worked as a legal assistant for a solo practicing defense attorney, and participated in the Longhorn University Rotaract Club. Ms. Lundberg earned a J.D. from SMU School of Law in May 2014, graduating with honors. During

the course of her law school career she participated in SMU's civil-law clinic, where she represented indigent clients in small-claim matters. Shortly after graduating, Ms. Lundberg joined the civil division of the Kaufman County District Attorney's Office, where she practiced as an Assistant District Attorney from 2014-2020. Ms. Lundberg primarily serves as general counsel to the Ellis County Commissioners Court. During her employment, Ms. Lundberg's practice has had a concentration in regulatory and county-growth issues. Ms. Lundberg recently participated in the redrafting of subdivision regulations for both Kaufman and Ellis counties and was a part of the Kaufman County litigation team to resolve three major pipeline road damage claims, resulting in large settlement amounts.

Presenter Biographies

(continued)



Elizabeth Burton Ortiz
Executive Director
Arizona Prosecuting Attorneys' Advisory Council

Elizabeth Burton Ortiz has a Bachelor of Science degree in Economics, a Master of Arts in Political Science, and a Juris Doctor. After graduating from law school, Ms. Ortiz clerked at the Arizona Court of Appeals. Ms. Ortiz then joined the Maricopa County Attorney's Office, in Phoenix, Arizona, where she prosecuted cases for sixteen years. During that time, Ms. Ortiz served as a Bureau Chief in Juvenile, Pretrial, Charging, and Appeals. In 2009, Ms. Ortiz joined the Arizona Prosecuting Attorneys' Advisory Council ("APAAC") as the Senior Staff Attorney and was subsequently named Executive Director. In addition to her APAAC duties, Ms. Ortiz is a sworn special prosecutor in several Arizona counties and continues to carry a criminal caseload. Ms. Ortiz is co-chair of the Arizona Governor's Commission to Prevent Violence Against Women and chair of the State Bar of Arizona Public Lawyers Executive Council. She serves as a board member for the National Association of Prosecutor Coordinators, the National District Attorney's Association, the Arizona Forensic Science Academy, the Arizona Supreme Court's Commission of Victims in Court, the State Bar of Arizona Board of Legal Specialization, and the State Bar of Arizona Criminal Law Executive Council. Ms. Ortiz teaches extensively throughout Arizona, the United States, and Mexico on a wide variety of legal topics. She is also a facilitator for the *Lessons From the Holocaust: What You Do Matters* course.

2021 APAAC

Administrative Professional of the Year

Award Nominees



Dallas Bullington
Paralegal II
Cochise County Attorney's Office

Dallas Bullington has been a tremendous asset to our office since joining us in 2019 as a Paralegal II. Dallas works on our most complex cases in the felony trial unit, including document intensive fraud cases and homicides. This year our relatively small office handled an unusual number of Special Actions. Dallas prepared all the pleadings for the Court of Appeals, including exhibits, under tight time constraints. But most significantly this past year, Dallas took the initiative to be our point person on the transition to PBK, and she has been invaluable in this role. She creates any new forms we need, conducts ongoing training for the staff and attorneys, and she interfaces with the folks at PBK to assist us on all aspects of the case management system. We would be lost without her! Dallas is a very intelligent and dedicated person, and a true pleasure to work with.



Randi Jones
Paralegal
Town of Gilbert Prosecutor's Office

It is with much enthusiasm, that I nominate Mrs. Randi Jones for the 2021 APAAC Administrative Professional Award. Randi Jones serves as our paralegal at the Town of Gilbert Prosecutor's Office. Randi Jones has worked for the Town of Gilbert for over fifteen years and dedicated over five years in the Prosecutor's Office. Randi's extensive knowledge of the legal system makes her a key player in assisting our prosecuting attorneys with the research, motion writing, and efficiency required to get our cases resolved in a timely manner. Randi has gone far beyond traditional paralegal duties in overseeing an entire diversion program, spearheading the prosecutor's office new in-house body-worn camera redaction program, as well as training support staff to excel in their roles. I am proud to nominate Randi Jones for her ability to continuously exceed expectations and cultivate positivity in our office.

2021 APAAC

Administrative Professional of the Year

Award Nominees

(continued)



Maride Juarez
Office Administrator
Arizona Attorney General's Office

Maride Juarez is the Office Administrator for the Attorney General's Office Drug and Racketeering Enforcement Section. She is a conscientious hard worker. She has an excellent knowledge of the criminal justice system and all the logistical aspects of it. Maride is relied upon for her in-depth knowledge of filing in-custody cases in small and large counties across the State as well as her knowledge of grand jury procedures and paperwork. Maride handles all the administrative matters, from procurement and travel to federal wiretap and HIDTA reports. While her duties span in different directions, she maintains a positive outlook and strives to

complete each task timely and correctly. Especially noteworthy is Maride's ability to effectively and courteously communicate with court staff and case agents. Maride always has a positive and enthusiastic attitude and she shares that in her communications with others. She is an organized, responsible, dependable and extremely efficient employee.



Cindy Juarez
Litigation Specialist
Yavapai County Attorney's Office

Cindy Juarez started her career with the Yavapai County Attorney's Office in November 2018 as a Legal Clerk. She excelled in this position and was quickly promoted to Litigation Specialist on May 19, 2019. Initially assigned to one of two spots as the Grand Jury Secretary, Cindy grasped the skills so well that, in September 2020, she was asked to take over the second Grand Jury Calendar. Handling and maintaining both Grand Juries,

and preparing and processing multiple types of case documents and calendars each week, could be a challenge for anyone, but not Cindy. She has mastered these duties and consistently and graciously performs them with ease and excellence. Cindy has an impeccable work ethic and sets extremely high standards for herself. She is the epitome of a model County Attorney's Office employee and a great team player. She continuously strives for excellence in all that she does.

2021 APAAC

Administrative Professional of the Year

Award Nominees

(continued)



Jennifer Nava
Initial Appearance Clerk
Pima County Attorney's Office

Jennifer Nava is instrumental in assuring that the Initial Appearance Process is done accurately, she is also highly adept in maintaining and adhering to strict timelines, and is incredibly meticulous with her work. Her robust understanding of the many steps essential to her scope are astounding. From the booking of the accused, to their Initial Appearance(s) and the date of their next hearing, Jennifer continuously demonstrates integrity, efficiency, and reliability. She is likewise responsible for training new employees in Initial Appearances, and has become the “go-to” person—not only for the clerks, but for attorneys and other staff personnel alike—when any unusual or seldom-seen situations may arise. When our office experienced an almost total shutdown due to Covid-19, Jennifer was the only Initial Appearance Clerk in the office and worked double shifts for close to two weeks without complaint. This spoke volumes about her dedication, as she saw what needed to be done and did it without fanfare.



Ericka Olmos
Legal Support Specialist
Maricopa County Attorney's Office

Ericka Olmos is reliable and hard working. Her hard work and effort to fill-in during times when other staff get overwhelmed is truly appreciated. Ericka enjoys helping her co-workers. Her eagerness to help sets her apart. She often assists with filing holds for cases for multiple bureaus. When her supervisor is out of the office, the bureau chief will communicate with her on tasks that need immediate attention, and she always completes them quickly and accurately. Ericka is always great with relaying updated instructions to other co-workers when they need help. She has been a tremendous help to her supervisor, assisting her with extra tasks especially when it comes to time sensitive matters. Ericka has been so wonderful to work with through this pandemic, she has been extremely helpful to her supervisor, she is an invaluable employee and is vital in making her bureau run efficiently.

2021 APAAC

Administrative Professional of the Year

Award Nominees

(continued)



Jennifer Quijada
Senior Legal Assistant
Pinal County Attorney's Office

Jennifer Quijada has been a member of the Pinal County Attorney's Office since 2013. Jennifer served as Major Crimes Bureau, assisting prosecutors with some of our most complex cases. Jennifer's ability to learn quickly, strong attention to detail, and talent for completing tasks swiftly made her the ideal person when seeking a backup to Grand Jury secretarial duties. In March of this year, our tenure Grand Jury secretary retired. Jennifer took over the position full time and quickly made changes to better streamline some of the Grand Jury process, such as creating a digital Grand Jury group calendar. Certain duties that were reassigned from Grand Jury, Jennifer has taken back and now completes these duties quickly and efficiently. Jennifer's hard work, dedication, and pleasant demeanor are instrumental in the day-to-day success here at Pinal County Attorney's Office and deserves to be recognized.

2021 APAAC

Administrative Professional

Lifetime Achievement Award Nominees



Rita Bobis
Secretary II
Phoenix City Prosecutor's Office

For more than thirty years, Rita Bobis has served the Phoenix City Prosecutor's Office with distinction in a Secretary II position as our receptionist and as an exceptional representative of the prosecution community. Rita has always been everything one could ask for in a receptionist. Even more impressive is the way Rita represents our office and our profession. She has always demonstrated the type of ethical and professional standards our community should expect from its public employees. Rita has been an excellent ambassador for the office during her entire career. Rita has been an absolute joy to work with and is universally valued and respected. She has earned her reputation as a fair, open-minded, even-tempered professional who works hard and always treats others with dignity and respect. Prosecution offices need people like Rita.



Brenda Crowther
Litigation Specialist
Yavapai County Attorney's Office

Brenda Crowther joined the Yavapai County Attorney's Office over 25 years ago and has been an integral part of the success of the Office for more than two and a half decades. She is extremely knowledgeable, professional, compassionate, and proficient and, thanks to her expertise and mastery of so many issues, is often relied upon for guidance by others. She is respected among all the partners in the criminal justice system in the Verde Valley, whether it be court clerks, judicial assistants, law enforcement personnel, defense attorneys and staff, or records employees. She often knows what to do and whom to talk to when others do not. Her stellar professional demeanor and reliability reflect her career commitment to her work and her passion for her role in ensuring justice to the community and victims. The Yavapai County Attorney's Office is very fortunate she has chosen to fulfill her career with us.

2021 APAAC

Administrative Professional

Lifetime Achievement Award Nominees

(continued)



Maria Magana
Administrative Assistant
Arizona Attorney General's Office

Administrative Assistant Maria Magana joined the Attorney General's Office (AGO) in 1997. During her 24-year distinguished career, Maria has worked in the Office of Victim Services (OVS). She has extensive knowledge and experience in crisis intervention and advocacy which lend to her value within OVS and the Criminal Division. She is instrumental in keeping OVS' grant data, assisting Spanish-speaking victims, training and mentoring intern advocates, and providing day-to-day victim services. She has played a major role in many of the programs and projects developed by OVS' leadership. Maria's institutional knowledge is extensive given her longevity with the office and she is able to see the bigger picture of how issues and problems may affect the office and other Criminal Division sections. AGO recognizes and presents its appreciation for the service and dedication she has given throughout her career.



Jolie Panyon
Legal Support Supervisor
Maricopa County Attorney's Office

Jolie Panyon is undeniably deserving of this nomination for her decades of dedication to MCAO, prosecutors across the state, and crime Victims. She is a difference maker, consummate team player, and extraordinarily compassionate. Jolie has been a leader within MCAO for 28 years and is an exceptional supervisor. She leads by example and strives to help those whom she supervises develop into exceptional employees. Her calm demeanor, dedication, and solution-oriented mindset has been invaluable for our office, including during our recent move to a new building and dealing with the impacts of the world pandemic. Jolie ensures her bureau runs smoothly and we can successfully seek justice in the worst-of-the-worst cases. She is acutely aware of secondary trauma impacts and consistently takes steps to support everyone within her bureau. Jolie never hesitates to go the extra mile, with a heart of gold, for any of us, or our Victims.

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